



JASMEET KAUR

Kaurmeet2607@gmail.com | +91 7347351724 | Amritsar, 143001

Profile

Dynamic and results-oriented Human Resources Executive with over 7 years of experience in strategic HR management and organizational development. Proven track record in driving HR initiatives that enhance workforce performance, engagement, and company culture. Expertise in talent engagement, employee relations, performance management, and compliance. Adept at leading HR teams, developing policies, and implementing effective training programs. Committed to fostering a diverse and inclusive work environment that aligns with business goals and promotes employee wellbeing.

Work Experience

Amar Singh Chawal Wala
Export Documentation
09/2025- Present

- Prepared and processed custom invoices and export documentation ensuring accuracy in product description, quantity, packing details, HS codes, and buyer requirements for smooth customs clearance.
- Handled lodgements and liquidations of shipping bills in coordination with customs and CHA, ensuring timely completion of export formalities and compliance with regulatory requirements.
- Managed credit notes and debit notes for price adjustments, short shipments, discounts, or discrepancies, and ensured proper accounting and buyer communication.
- Prepared and issued third-party letters for documentation purposes such as shipment authorization, bank submission, or buyer requirements as per export procedures.
- Followed up and maintained BRC (Bank Realization Certificate) / e-BRC records, coordinating with banks for export payment realization and compliance reporting.
- Coordinated dispatch activities, ensuring timely movement of cargo from warehouse to port and accurate updating of shipment status in internal records.
- Shared courier details and export documents with overseas buyers, including invoices, BL copies, certificates, and shipment tracking information for smooth delivery coordination.

Kochar Business Park
Human Resources Executive
01/2023- 09/2025

- Overseeing employee attendance and working schedules, including paid time off, overtime, and breaks.
- Reporting on employee turnover rates to inform future planning.
- Maintaining records of personnel-related data in both paper and the database, ensuring that all employment requirements are met.
- Scheduling meetings, interviews, and HR events.
- Promoting open and transparent communication channels within the organisation.
- Recognising and celebrating employee achievements and milestones through various recognition programmes.
- Managing compensation and benefits plans.
- Producing and submitting reports on general HR activity.
- Redirecting HR-related calls and distributing correspondence.
- Assisting in ad-hoc HR projects, such as the collection of employee feedback and supporting other functions as assigned.

Fairfield by Marriott
Human ResourcesExecutive
01/2022- 01/2023

- Act as a resource and support the leadership team in handling and resolving employee relations issues and conflicts, escalating complex matters as needed.
- Respond to questions, requests, and concerns from employees and management regarding the company, HR programmes, policies, and guidelines.
- Assist in the logistics, administration, and scheduling of annual employee surveys, and organise employee activities and events to foster a positive, supportive team environment.
- Monitor all hiring and HR processes for compliance with all local, state, and federal labour laws, as well as company policies and standards.
- Maintain strict confidentiality of all proprietary, employee information, records, and sensitive issues.

Kochar Tech
Human Resources Coordinator
01/2018- 01/2022

- Draft, update, and communicate internal HR policies and procedures, and ensure consistent application across the organisation.
- Stay informed about and ensure the company's adherence to all local, state, and federal labour laws and regulations.
- Maintain accurate, secure, and confidential employee records, files, and HR Information System (HRIS) data, ensuring compliance with data protection laws.
- Handle the separation process, including conducting exit interviews, managing final settlements, and overseeing the return of company property.
- Design, plan, and execute employee engagement programmes, activities, and initiatives that align with the organisation's goals and culture.

Skills

- Exceptional communication
 - Conflict resolution
 - Ethical Decision-Making and Integrity
 - Adaptability and change management
 - HR Information Systems (HRIS) proficiency
- Recruitment and Talent Acquisition
 - Labour Law & Compliance
 - Data Literacy & HR Analytics
 - Compensation and Benefits Administration
 - Performance management

Custom Section

- POSH (Prevention of Sexual Harassment) Certification
- KEKA, Strong understanding of workplace compliance, grievance redressal, and policy implementation.
- Canva & Adobe Photoshop, Skilled in creative design, digital graphics, social media visuals, and marketing collaterals.
- Advanced Excel, Proficient in data analysis, pivot tables, dashboards, VLOOKUP, macros, and automation.
- Master Diploma in IT & System Management, I-Tech India, Expertise in IT systems, troubleshooting, database management, and process optimization.

Languages

Punjabi: C2
Proficient

Hindi: C2
Proficient

English: Advanced

Education

IGNOU | New Delhi, IN-DL

Bachelor of Commerce

2021

S.S.S.S. College Of Commerce For Women | Amritsar

Certificate of Higher Education in Commerce

2018

I-Tech India Computer Education | New Delhi, IN-DL

Diploma of Higher Education in Master Diploma in IT & System

2015